



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

061

Date: December 24, 2014

TO: ALL MISSION PERSONNEL

FROM: JOSEPH ROZENSHTAIN – ACTING HUMAN RESOURCES OFFICER

SUBJECT: TRAINING COORDINATOR

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: **TRAINING COORDINATOR**

OPEN TO: **ALL INTERESTED CANDIDATES**

GRADE LEVEL: **FSN-06, FP-08* (Full Performance Level)**

WORK HOURS: **Full Time, 40 hours per week**

POSITION TYPE: **Fixed-Term**

OFFICE LOCATION: **Defense Threat Reduction Office (DTRO)**

OPENING DATE: **Immediate**

LENGTH OF EMPLOYMENT: **24 months from appointment date**

DEADLINE: **January 10, 2015 at 6 P.M. Kyiv Time**

**FP –08 is subject for confirmation with Washington.*

IMPORTANT ELIGIBILITY NOTE:

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The Biological Threat Reduction Program (BTRP) Training Assistant will report to the Defense Threat Reduction Office (DTRO) Chief and work with the overall BTRP Program Coordinator to organize all details associated with scientific training events. The overall purpose of the Biological Threat Reduction Program is to consolidate dangerous pathogens into secure facilities, train medical and veterinary specialists in Ukraine on biosafety and biosecurity practices, and develop and implement cooperative research projects.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for the preparation of Ukrainian/Russian-to-English language training and seminar material provided by U.S. training experts in the subjects of epidemiology and medical sciences in support of the Cooperative Biological Engagement Program (CBEP). **35%**
- Responsible for producing Ukrainian/Russian-English translations of executive level correspondence. Also responsible for preparing site access requests for U.S. delegations and forwarding them to the Ministry of Health, Ministry of Agrarian Policy or Academy of Agrarian Sciences. Proof-reading of translation products. **20%**
- Performs face-to-face and teleconference interpretations between USG training specialists and Ukrainian scientists in the sphere of the Cooperative Biological Engagement Program (CBEP). Provides consecutive interpretation for U.S. Government and high level Ukrainian representatives during official meetings. **20%**
- Provides administrative and logistical support to high level U.S. Government project management delegations supporting the Cooperative Threat Reduction (CTR) program's Cooperative Biological Engagement Program (CBEB). Responsible for arranging hotels, ground transportation, air/train tickets for visiting U.S. delegations. Serves as the primary office point-of-contact for administrative and logistic support to visiting U.S. training teams and Ukrainian teams traveling abroad for training. **10%**
- Performs meet/greet functions for official U.S. visitors at airport and train stations as needed. **5%**

- Other duties as assigned

10%

REQUIRED QUALIFICATIONS:

EDUCATION:

Two (2) years of college studies are required.

WORK EXPERIENCE:

A minimum of three years of program support experience, involving assistance with teaching and/or training. Experience should include translation and interpretation to/from English.

LANGUAGE:

Level 4 (fluent) English, Ukrainian, and Russian is required.

KNOWLEDGE:

Have the ability to quickly review and master applicable English training material pertaining to DTRA's Cooperative Biological Engagement Program (CBEP). A good grounding in medical/scientific terminology as well as understanding of basic biology, bacteriology, virology.

SKILLS AND ABILITIES:

Must have excellent computer and word processing skills, with in-depth knowledge of Microsoft Office applications. Should be fully trained in all software systems in use in the office: MS Word, Excel, and on-line dictionaries.

APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **January 10, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note:

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other equally qualified candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: LKluchko - DTRO (by e-mail)